



United Nations

Index to administrative issuances

January 2013

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2012. It also includes a subject index and an alphabetical index. The index is issued annually.¹

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate Regulations adopted by the General Assembly, establish Financial Rules, Staff Rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins and set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy and Conditions of Service Section, Office of Human Resources Management, Secretariat Building, Room S-1911, New York, N.Y. 10017. They can also be sent by fax to 212 963 3898.

¹ The index to information circulars is contained in ST/IC/2013/2.

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A. Administrative issuances, by alphanumeric symbol

1. Issuances under Secretary-General's bulletin ST/SGB/2009/4²

1. Secretary-General's bulletins 2012

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2012/1	20/3/12	Staff Regulations	
ST/SGB/2012/2	29/3/12	Publications Board	See also ST/AI/2001/5
ST/SGB/2012/3	20/7/12	International Criminal Tribunals: Information sensitivity, classification, handling and access	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2012/4	27/7/2012	Senior Management Group	See also ST/SGB/2005/16

2. Secretary-General's bulletins 2011

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2011/1	1/1/11	Staff Rules	
ST/SGB/2011/2	1/1/11	Authority of the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) in matters relating to human resources management	
ST/SGB/2011/3 and Amend. I	16/3/11 16/11/11	Management Committee	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2011/4	20/7/11	Organization of the Office of Human Resources Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2010/9
ST/SGB/2011/5	8/9/11	Performance Management and Development Learning Programme for Managers and Supervisors	See also ST/AI/2010/5
ST/SGB/2011/6	8/9/11	Staff-Management Committee	
ST/SGB/2011/7	29/9/11	Central review bodies	See also ST/AI/2010/3 and Amend. I
ST/SGB/2011/8	3/10/11	Senior Review Group	
ST/SGB/2011/9	18/10/11	Continuing appointments	See also ST/AI/2012/3
ST/SGB/2011/10	19/10/11	Young professionals programme	See also ST/AI/2012/2 and ST/AI/2001/7

² A new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/2009/4.

3. Secretary-General's bulletins 2010

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2010/1	5/2/10	Organization of the Department of Peacekeeping Operations	See also ST/SGB/1997/5 as amended by ST/SGB/2002/11 ST/SGB/2009/13 and Corr.1
ST/SGB/2010/2	4/3/10	Organization of the Department of Field Support	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 ST/SGB/2010/9, ST/SGB/2009/13 and ST/SGB/2010/1
ST/SGB/2010/3	7/4/10	Organization and terms of reference of the Office of Administration of Justice	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2010/4	15/4/10	Management Performance Board	See also ST/SGB/2005/16, as amended by ST/SGB/2006/14
ST/SGB/2010/5	23/4/10	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/2009/4
ST/SGB/2010/7	2/8/10	Organization of the secretariat of the Economic and Social Commission for Western Asia	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2010/8/Rev.1	24/5/12	United Nations Memorial and Recognition Fund	See also ST/AI/2010/1
ST/SGB/2010/14	6/12/10	Organization of the Department of Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

4. Secretary-General's bulletins 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2009/1	16/1/09	Authority of the United Nations Office for Project Services in matters relating to human resources management	
ST/SGB/2009/3	1/3/09	Organization of the United Nations Office at Nairobi	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2009/4	18/12/09	Procedures for the promulgation of administrative issuances	
ST/SGB/2009/8	22/6/09	United Nations Learning Advisory Board	
ST/SGB/2009/9	22/6/09	Learning and development policy	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2009/10	23/6/09	Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009	
ST/SGB/2009/11	24/6/09	Transitional measures related to the introduction of the new system of administration of justice	
ST/SGB/2009/12	1/8/09	Records and archives of the United Nations Monitoring Verification and Inspection Commission	
ST/SGB/2009/13	1/10/09	Organization of the Department of Political Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2009/14	18/12/09	Organization of the United Nations Office for Partnerships	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

5. Secretary-General's bulletins 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2008/3	1/1/08	Staff Rules: staff rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5, and ST/AI/2005/4
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also ST/SGB/2008/14
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

6. Secretary-General's bulletins 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2007/5	12/2/07	Record-keeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/1997/5 and ST/SGB/2002/11
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2007/11	30/11/07	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2005/21
ST/SGB/2007/12	1/12/07	HIV/AIDS in the Workplace Orientation Programme	See also ST/SGB/2003/18

7. Secretary-General's bulletins 2006

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/8	20/7/06	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	See also ST/SGB/2003/7 and Amend.1
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2009/3

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16 and ST/SGB/2011/3
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16 and Amend.1, Amend.2, Amend.3 Amend.4	22/12/06 26/9/08 29/11/10 2/11/11 24/12/12	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

8. Secretary-General's bulletins 2005

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5, ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2005/22	29/12/05	Ethics Office — establishment and terms of reference	

9. Secretary-General's bulletins 2004

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/13	24/9/04	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

10. Secretary-General's bulletins 2003

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/7 and Amend.1	9/5/03 16/12/10	Financial Regulations and Rules of the United Nations	See also ST/AI/2004/1
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, and ST/SGB/2010/9
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17 and ST/SGB/2007/12
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

11. Secretary-General's bulletins 2002

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2010/3
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin ST/SGB/1997/5 on the organization of the Secretariat of the United Nations	See also ST/SGB/1997/5, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/2002/12	15/10/02	Office of the Ombudsman — appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2009/3

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations — filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	

12. Secretary-General's bulletins 2001

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations — filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	

13. Secretary-General's bulletins 2000

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	
ST/SCB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/15 and Amend. I	1/12/00 18/10/11	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend. I

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

14. Secretary-General's bulletins 1999

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2010/5

15. Secretary-General's bulletins 1998

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

ST/IC/2013/1

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	See also ST/SGB/2010/9 and ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

16. Secretary-General's bulletins 1997

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11, ST/SGB/2005/16, ST/SGB/2006/14 and ST/SGB/2011/3
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11

17. Administrative instructions 2012

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2012/1	27/4/12	Assignment grant	
ST/AI/2012/2	30/4/12	Young professionals programme	See also ST/SGB/2011/10
ST/AI/2012/3	14/8/12	Administration of continuing appointments	See also ST/SGB/2011/9

18. Administrative instructions 2011

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2010/4/Rev.1	26/10/11	Administration of temporary appointments	See also ST/AI/2011/6 and Amend.1, ST/AI/2011/7 and Amend.1, ST/AI/2000/6 and Amend.1
ST/AI/2011/1	23/3/11	Sabbatical leave programme	See also ST/SGB/2009/9
ST/AI/2011/3	14/4/11	Medical clearances	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2011/4 and Amend.1	27/5/11 30/12/11	Education grant and special education grant for children with a disability	See also ST/AI/2000/6 and Amend.1
ST/AI/2011/5	2/6/11	Dependency status and dependency benefits	
ST/AI/2011/6 and Amend.1	27/6/11 30/12/11	Mobility and hardship scheme	See also ST/AI/2001/1
ST/AI/2011/7 and Amend.1 and Amend.2	28/6/11 28/12/11	Rest and recuperation	See also ST/AI/1997/6 and Amend.1
ST/AI/2011/8	28/7/11	Review committees on contracts	See also ST/AI/2004/1
ST/AI/2011/9	1/8/11	Coordination of action in cases of death of staff members: travel and transportation in cases of death or health-related emergency	See also ST/AI/155/Rev.2, Amend.1, and ST/AI/2000/10

19. Administrative Instructions 2010

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2010/1	14/1/10	Reporting, retaining and disposing of honours, decorations, favours, gifts or remuneration from governmental and non-governmental sources	See also ST/AI/2000/13
ST/AI/2010/2	1/3/10	Request for rectification of date of birth or of other personal data	
ST/AI/2010/3	21/4/10	Staff selection system	See also ST/AI/2000/1, as amended by ST/AI/2003/1, ST/AI/2001/7, ST/AI/2010/7, ST/AI/2010/4 and Corr.1, ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2002/5, ST/SGB/2002/6 and Amend.1, ST/SGB/2005/7 and ST/SGB/2011/8
ST/AI/2010/4 and Corr.1	27/4/10 2/7/10	Administration of temporary appointments	See also ST/SGB/2009/4
ST/AI/2010/5 and Corr.1	30/4/10 12/5/10	Performance Management and Development System	See also ST/SGB/2011/5
ST/AI/2010/6	20/5/10	Road and driving safety	
ST/AI/2010/10	25/8/10	Upgrading of substantive and technical skills	See also ST/SGB/2009/9, ST/SGB/274 and ST/SGB/2003/4

20. Administrative instructions 2009

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2009/1	30/11/09	Recovery of overpayments made to staff members	See also ST/AI/2004/3 and ST/SGB/2009/4

21. Administrative instructions 2008

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/2008/6 and ST/AI/416

22. Administrative instructions 2007

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2007/2	23/5/07	Managed reassignment programme	
ST/AI/2007/3	1/7/07	After-service health insurance	

23. Administrative instructions 2006

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/AI/1998/2
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15
ST/AI/2006/4 and Amend.1 and Amend.2	27/11/06 31/12/07 14/4/10	Official travel	See also ST/SGB/107/Rev.6
ST/AI/2006/5	24/11/06	Excess baggage, shipments and insurance	

24. Administrative instructions 2005

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2005/2	6/5/05	Family leave, maternity leave and paternity leave	
ST/AI/2005/3 and Amend.1	6/5/05 21/11/07	Sick leave	
ST/AI/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/2009/4
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/AI/2000/9

25. Administrative instructions 2004

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/AI/2009/1
ST/AI/2004/4	17/12/04	Administrative instruction amending administrative instruction ST/AI/2000/16	See also ST/AI/2000/16
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2, as amended by ST/AI/2005/4

26. Administrative instructions 2003

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2003/1	27/1/03	Administrative instruction amending administrative instruction ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1

ST/IC/2013/1

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending administrative instruction ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/8 and Amend.1 and Amend.2	13/11/03 17/3/06 2/2/09	Retention in service beyond the mandatory age of separation and employment of retirees	
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/AI/1998/3

27. Administrative instructions 2002

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and Amend.1	27/12/02 27/8/08	Official hospitality	

28. Administrative instructions 2001

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2008/3, ST/AI/2004/5 and ST/AI/2005/4
ST/AI/2001/3	4/5/01	Administrative instruction amending administrative instruction ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending administrative instruction ST/AI/342 (Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/2010/7

29. Administrative instructions 2000

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6 and Amend.1	25/5/00 24/11/06	Special entitlements for staff members serving at designated duty stations	
ST/AI/2000/9	19/9/00	United Nations internship programme	See also ST/AI/2005/11
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/15 and Amend.1	27/11/00 31/10/07	Family visit travel	See also ST/AI/2006/4 and Amend.1
ST/AI/2000/16	5/12/00	Rental subsidies and deductions	See also ST/AI/2004/4
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	

30. Administrative instructions 1999

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7 and Amend.1	25/8/99 15/3/06	Consultants and individual contractors	See also ST/SGB/177, ST/AI/2010/4 and ST/AI/296 and Amend.1
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

31. Administrative instructions 1998

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7 and Amend.1	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9	6/10/98	System for the classification of posts	
ST/AI/1998/9/Corr.1 (English only)	29/12/98		

32. Administrative instructions 1997

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100**1. Secretary-General's bulletins**

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/Appendix D/Rev.1/Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/UNFICYP/I	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15 and Amend.1
ST/SGB/125/Rev.1 and Amend.1	21/5/63 31/12/63	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/125/Rev.2 (Spanish only)	27/2/64		
ST/SGB/126	1/8/63	United Nations Research Institute for Social Development	
ST/SGB/126/Amend.1	15/6/73		

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/127 ST/SGB/127/ Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/2010/4, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/SGB/2007/5
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2 and Add.2/Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271
ST/AI/189/Add.5/Rev.2	23/2/87	Stock review and disposal: official records and publications	
ST/AI/189/Add.6/Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.2	17/9/87	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/ Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.9/ Rev.2/Add.2	25/2/92		
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	11/2/97	Maximum length of documents submitted in the name of the Secretary- General or of the Secretariat	
ST/AI/189/Add.21	15/1/79	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/Rev.2 and Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1	22/3/89	Administration of the Staff Regulations and Staff Rules	See also ST/SGE/151 and ST/AI/1999/1
ST/AI/234/Rev.1/ Amend.1	14/6/90		
ST/AI/235	8/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/235/Corr.1	20/1/76		
ST/AI/242	22/2/77	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/242/Amend.1	8/8/95		
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/248 and Amend. I	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/296 ST/AI/296/Amend.1	17/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/2010/4, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/2010/4, ST/AI/296 and Amend.1 and ST/AI/1999/7 and Amend.1

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6
ST/AI/343	31/7/87	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/343/Corr.1 (French only)	31/8/95		
ST/AI/349	22/4/88	United Nations garage	
ST/AI/367 and Amend.1	15/10/90 24/11/06	Home leave: change of place of home leave and change of country of home leave	
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371 and Amend.1	2/8/91 11/5/10	Revised disciplinary measures and procedures	See also ST/AI/2004/3
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/SGB/240
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Amendments/remarks</i>
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414	29/3/96	1996 early separation programme	
ST/AI/414/Add.1	3/5/96		
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

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1. Buildings and premises

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United Nations

**Index
to
information circulars**

January 2013

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Introduction

1. The present index to information circulars lists in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2012. The index is issued annually.
2. The index comprises the following sections:
 - (a) Information circulars, by alphanumeric symbol, issued in 2012;
 - (b) Information circulars listed according to subject matter.
3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2013/1), which contains issuances issued under the ST/SGB/-series and the ST/AI/- series.
4. Copies of the index are available through official distribution. The index is also archived in the Official Document System, and is included in the Human Resources Handbook.
5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Service, Office of Human Resources Management, Secretariat Building, Room S-1911, 19th Floor, New York, N.Y. 10017. They can also be sent by fax to 212-963-3898.

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<i>Symbols</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2012/1	1/12	Index to administrative issuances	Expiration date: in effect until further notice
ST/IC/2012/2	1/12	Index to information circulars	Expiration date: in effect until further notice
ST/IC/2012/3	12/1/12	Language and communications programme at Headquarters — 2012	Expiration date: 31/12/12
ST/IC/2012/4	12/1/12	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice
ST/IC/2012/4/ Amend.1	26/12/12	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice
ST/IC/2012/5	24/1/12	Payment of 2011 income taxes	Expiration date: 31/12/12
ST/IC/2012/6	13/2/12	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/12
ST/IC/2012/6/ Amend.1	21/3/12	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/12
ST/IC/2012/6/ Amend.2	4/4/12	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/12
ST/IC/2012/6/ Amend.3	26/4/12	Designation of duty stations for purposes of rest and recuperation	Expiration date: 30/6/12
ST/IC/2012/7	22/2/12	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice
ST/IC/2012/8	28/2/12	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service Category	Expiration date: in effect until further notice
ST/IC/2012/9	29/2/12	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice
ST/IC/2012/9/Add.1	23/7/12	Classification of duty stations and special entitlements for staff members at designated duty stations	See also ST/IC/2012/9
ST/IC/2012/10	4/4/12	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice

ST/IC/2013/2

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2012/11	5/4/12	United States income tax requirements as they relate to employment authorization for dependent family members	Expiration date: in effect until further notice
ST/IC/2012/12	13/4/12	Membership of the Central Review Board for the regional commissions	Expiration date: 31/1/13
ST/IC/2012/13	13/4/12	Membership of the Senior Review Group	Expiration date: 30/6/12
ST/IC/2012/14	28/6/12	Membership of the Senior Review Group	Expiration date: in effect from 1 July 2012 until further notice
ST/IC/2012/15	10/7/12	United Nations sabbatical leave programme for 2013	Expiration date: 31/12/12
ST/IC/2012/16	9/7/12	Renewal of the United Nations Headquarters-administered health insurance programme	Expiration date: 30/6/13
ST/IC/2012/17	6/8/12	Designation of duty stations for purposes of rest and recuperation	Expiration date: 31/12/12
ST/IC/2012/18	28/8/12	Arrangements for admission to United Nations Headquarters during the sixty-seventh session of the General Assembly	Expiration date: 13/9/13
ST/IC/2012/19	6/9/12	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2011 to 30 June 2012	Expiration date: in effect until further notice
ST/IC/2012/20	9/9/12	Working hours during the sixty-seventh session of the General Assembly	Expiration date: 31/12/12
ST/IC/2012/21	13/9/12	Arrangements for admission to the United Nations Headquarters during the High-level Plenary meeting of the General Assembly	Expiration date: 5/10/12
ST/IC/2012/22	14/11/12	Official holidays for 2013 at United Nations Headquarters	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice

B. Information circulars listed according to subject matter

I. Buildings, premises and security

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/80	18/10/00	United Nations garage; Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2009/29	10/8/09	No smoking policy at United Nations Headquarters premises	Expiration: in effect until further notice
ST/IC/2012/18	28/8/12	Arrangements for admission to United Nations Headquarters during the sixty-seventh session of the General Assembly ¹	Expiration date: 13/9/13

II. Claims

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2009/24	4/6/09	Review of staff claims for dependency benefits for 2006, 2007 and 2008	Expiration date: in effect until further notice

III. Communications, archives and records

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/89	27/11/00	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	Expiration date: in effect until further notice. See also ST/AI/368
ST/IC/2001/70	21/9/01	Revised rates for telephone and facsimile service using the United Nations global network	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice

¹ For additional information circulars on arrangements for admission to the premises during sessions of the General Assembly, see section A.

IV. Conferences

No information circulars apply at present.

V. Documents and publications

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2002/70	1/11/02	Availability to Secretariat officials of official documents and publications	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice

VI. Finance

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2002/13	28/2/02	Budget constraints and support service reductions	Expiration date: in effect until further notice

VII. General office procedures

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1997/11	4/2/97	Electronic mail — directory maintenance and automatic message deletion	Expiration date: in effect until further notice
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2002/73	1/11/02	United Nations health and life insurance Internet site	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of payslips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice

VIII. Human resources

1. Administration-staff relations

No information circulars apply at present.

2. Allowances, entitlements and grants

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/90 and Corr.1 Add.1 Amend.1	5/12/00 27/6/01 12/12/06 12/4/07	Rental subsidies and deductions	Expiration date: in effect until further notice. See also ST/AI/2000/16 (as amended by ST/AI/2004/4) and ST/IC/2011/15
ST/IC/2005/25	12/5/05	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice. See also ST/AI/2011/4, ST/AI/2000/6 and ST/IC/2011/8
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
ST/IC/2011/29	25/10/11	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/2011/15	26/5/11	Threshold percentage for the purpose of calculating rental subsidies	Expiration date: in effect until further notice. See also ST/AI/2000/16 and ST/IC/2000/90, Corr.1, Add.1 and Amend.1
ST/IC/2011/6 and Corr.1	8/3/11	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/2011/5
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect

ST/IC/2013/2

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
			until further notice
ST/IC/2009/24	4/6/09	Review of staff claims for dependency benefits for 2006, 2007 and 2008	Expiration date: in effect until further notice
ST/IC/2011/8	28/3/11	Education grant and special education grant for disabled children	Expiration date: in effect until further notice. See also ST/AI/2011/4, ST/AI/2000/6 and ST/IC/2005/25
ST/IC/2011/13	2/5/11	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3, as amended by ST/AI/2003/9
ST/IC/2012/9 and Add.1	29/2/12 23/7/12	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1

3. Appeals

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/17	7/6/11	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2008/32, Amend.1 and Amend.2	23/6/08 14/1/11 22/7/11	Internal Justice Council	Expiration date: in effect until further notice

4. Appointments, placement and promotion

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice
ST/IC/2005/17	11/3/05	Staff selection system	Expiration date: in effect until further notice
ST/IC/2012/4 and Amend.1	3/3/10 30/6/10	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice. See also ST/SGB/2011/7
ST/IC/2012/14	28/6/12	Membership of the Senior Review Group	Expiration date: in effect from 1/7/12 until further notice. See also ST/SGB/2011/8

5. Attendance, leave and working hours²

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2005/8	26/1/05	Implementation of the change in the annual leave cycle	Expiration date: in effect until further notice. See also ST/SGB/2004/16
ST/IC/2012/15	21/6/11	United Nations sabbatical leave programme for 2013	Expiration date: 31/12/2012. See also ST/AI/2011/1
ST/IC/2012/22	14/11/12	Official holidays for 2013 at United Nations Headquarters	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the city of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice

6. Delegation of authority

No information circulars apply at present.

² For the information circular on working hours during sessions of the General Assembly, see section A.

7. Disciplinary matters

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2002/25	29/4/02	Practice of the Secretary-General in disciplinary matters, 2000-2002	Expiration date: in effect until further notice. See also ST/SGB/2000/14
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2004/28	26/7/04	Practice of the Secretary-General in disciplinary matters, 2002-2003	Expiration date: in effect until further notice. See also ST/SGB/2000/14
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/51	30/8/05	Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005	Expiration date: in effect until further notice
ST/IC/2006/48	31/7/06	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006	Expiration date: in effect until further notice
ST/IC/2007/47	31/8/07	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007	Expiration date: in effect until further notice
ST/IC/2008/41	15/8/08	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008	Expiration date: in effect until further notice
ST/IC/2009/30	18/8/09	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009	Expiration date: in effect until further notice
ST/IC/2010/26	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009-30 June 2010	Expiration date: in effect until further notice
ST/IC/2011/20	27/7/11	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2010-30 June 2011	Expiration date: in effect until further notice
ST/IC/2011/26	4/10/11	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice. See also ST/SGB/2008/14
ST/IC/2012/19	6/9/12	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2011-30 June 2012	Expiration date: in effect until further notice

8. Duties and obligations

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/2002/38	14/6/02	Privileges and immunities — Requests by local authorities to interview staff	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2003/17	11/3/03	Our core values prohibit discrimination and harassment	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/38	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2005/66	14/12/05	Preparations for a possible transit strike	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/19	23/5/06	Licensing procedures for non-United States citizens	Expiration date: in effect until further notice
ST/IC/2006/30	16/8/06	Outside activities	Expiration date: in effect until further notice
ST/IC/2006/31	16/8/06	Honours, gifts or remuneration from outside sources	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up official documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2007/51	26/12/07	New travel regulations for foreign nationals entering Japan	Expiration date: in effect until further notice
ST/IC/2011/28	11/10/11	Hourly wage for household employees on G-5 visas and terms of permissible deductions	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the city of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice

9. Job classification system

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/17	7/6/11	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)

10. General

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1999/111	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/2010/17	10/6/10	After-school recreation and study programme for United Nations children	Expiration date: in effect until further notice
ST/IC/2010/19	21/6/10	Human Resources Handbook	Expiration date: in effect until further notice

11. Medical and other insurance

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/111	29/12/99	Mental health — Medical and employee assistance facilities	Expiration date: in effect until further notice. See also ST/AI/372
ST/IC/2002/63 and Amend.1	27/9/02 14/7/03	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2005/55	4/10/05	New claims administration service from Aetna for medical services rendered outside the United States of America	Expiration date: in effect until further notice. See also ST/IC/2006/22
ST/IC/2006/21	31/5/06	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6 and ST/IC/2002/63
ST/IC/2011/30	30/12/11	Vanbreda medical, hospital and dental insurance programme for staff members away from Headquarters	Expiration date: 31/12/12
ST/IC/2012/16	9/7/12	Renewal of the United Nations Headquarters-administered health insurance programme	Expiration date: 30/6/13

12. Pensions, post-retirement services and employment beyond retirement

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/22	12/8/11	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2011/4 and ST/IC/2009/8

13. Post adjustment

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice

14. Salary scales and payments

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/22	12/8/11	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2011/4 and ST/IC/2009/8
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice. See also ST/IC/2011/4

ST/IC/2013/2

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/28	11/10/11	Hourly wage for household employees on G-5 visas and terms of permissible deductions	Expiration date: in effect until further notice
ST/IC/2012/8	28/2/12	Revised base salary scales for staff in the Professional and higher categories and staff in the Field Service category	Expiration date: in effect until further notice
ST/IC/2012/10	4/4/12	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice

15. Staff regulations and rules

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2010/31	13/10/10	Index to the Staff Regulations and provisional Staff Rules	Expiration date: in effect until further notice

16. Training, career development and examinations

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice
ST/IC/2008/17	4/4/08	United Nations internship programme	Expiration date: in effect until further notice. See also ST/AI/2000/9

17. United States taxes³

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2008/27	28/5/08	United States 2008 economic stimulus payments	Expiration date: in effect until further notice
ST/IC/2012/11	5/4/12	United States income tax requirements as they relate to employment authorization for dependent family members	Expiration date: in effect until further notice

³ For the information circular on payment of 2011 income taxes, see section A.

18. Visas

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2001/27 and Amend.1	10/4/01 25/8/08	Visa status in the United States of America	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/8	27/1/04	United States Visitor and Immigrant Status Indicator Technology	Expiration date: in effect until further notice
ST/IC/2004/14	24/3/04	Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America	Expiration date: in effect until further notice
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2007/43	22/10/07	Visa status while on mission service	Expiration date: in effect until further notice
ST/IC/2008/11	31/1/08	Revalidation of visas	Expiration date: in effect until further notice
ST/IC/2009/42	1/12/09	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also ST/IC/2011/28
ST/IC/2011/28	11/10/11	Hourly wage for household employees on G-5 visas and terms of permissible deductions	Expiration date: in effect until further notice
ST/IC/2012/7	22/2/12	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also ST/IC/2011/28 and ST/IC/2009/42

IX. Library

No information circulars apply at present.

X. Missions

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2012/9 and Add.1	29/2/12 23/7/12	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1

XI. Organizational structure

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2011/17	7/6/11	Membership of the New York General Service Classification Appeals Committee	Expiration date: 25/4/2002. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2012/4 and Amend.1	12/1/12 26/12/12	Membership of the Central Review Board, Committee and Panel at Headquarters	Expiration date: in effect until further notice. See also ST/SGB/2011/7
ST/IC/2011/26	4/10/11	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice. See also ST/SGB/2008/14
ST/IC/2012/14	28/6/12	Membership of the Senior Review Group	Expiration date: in effect from 1/7/12 until further notice. See also ST/SGB/2011/8

XII. Property and supplies

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice

XIII. Protocol

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

XIV. Travel and transportation

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/1999/15

<i>Symbol</i>	<i>Date issued</i>	<i>Subject</i>	<i>Remarks</i>
ST/IC/2000/70	21/9/00	Medical evacuation	Expiration date: in effect until further notice. See also ST/AI/2000/10
ST/IC/2001/43 and Add.1 Amend.1 Amend.2 Amend.3	13/6/01 7/2/02 27/6/05 24/5/06 10/8/07	Official travel	Expiration date: in effect until further notice. See also ST/AI/2000/20
ST/IC/2003/40	24/6/03	Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also ST/AI/1999/15
ST/IC/2004/38	9/9/04	Host country travel regulations — Iraqi nationals	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations — Libyan nationals	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations — Russian nationals	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations — Vietnamese nationals	Expiration date: in effect until further notice
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — Rates	Expiration date: in effect until further notice
ST/IC/2011/29	25/10/11	Rates of reimbursement for travel by private motor vehicle	Expiration date: in effect until further notice. See also ST/AI/1998/2
ST/IC/2012/9	29/2/12	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: in effect until further notice. See also ST/AI/2007/1 and Amend.1
ST/IC/2011/13	2/5/11	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/1998/3, as amended by ST/AI/2003/9

13-20143 (E) 220113

Please recycle 



16 January 2013

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Review of staff claims for dependency benefits for 2009, 2010 and 2011**

1. The purpose of the present circular is to inform staff members of the manner in which the review of their entitlements to dependency benefits for the years 2009, 2010 and 2011 will be conducted. See annex I for details on the types of dependency benefits, annex II for contact locations and annex III for information on the documentation required for the continuance of benefits. The entitlement to dependency allowance is established in staff rule 3.6 and implemented under ST/AI/2011/5, entitled "Dependency status and dependency benefits".
2. All staff at Headquarters and the staff of United Nations information centres, the International Criminal Tribunal for Rwanda and field missions and project personnel administered by the Department of Economic and Social Affairs and the Office for the Coordination of Humanitarian Affairs at Headquarters with a dependant recognized by the United Nations must review their entitlements to dependency benefits as described in the present circular.
3. All other offices away from the United Nations Headquarters in New York will be responsible for reviewing dependency claims for their own staff.
4. The electronic dependency questionnaire (e-P.84) in Inspira will contain the information currently recorded for each staff member and his or her dependants in the Integrated Management Information System. Staff members are requested to review that information carefully, make any necessary changes or corrections and certify the accuracy of the information contained in the form, including the question regarding the amount of Government assistance received for each child.

* The present circular will be in effect until further notice.



I. Submission of claims using the electronic dependency questionnaire (e-P.84)

5. Staff members will receive e-mail instructions from the Office of Human Resources Management on how to access their dependency questionnaire at inspira.un.org.

6. Upon receipt of the instructions, staff members who have a dependant recognized by the United Nations shall review their dependency data for 2009, 2010 and 2011 in Inspira and electronically submit proposed changes to the Office using the electronic dependency questionnaire (e-P.84).

II. Retroactive submission of claims for 2011 and/or 2012

7. In accordance with staff rule 3.16, a staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim within one year following the date on which the staff member would have been entitled to the initial payment. In this regard, staff members who had no recognized dependants but wish to add dependants for 2011 and/or 2012, can do so by submitting the required supporting documentation, such as a birth or adoption certificate, to the section that services their area in the Human Resources Service of the Office of Human Resources Management. For more details on the required supporting documents or documentation for continuance of the benefit, see annex III.

III. Supporting documentation

8. **Documentation not required.** No documentation is required for a staff member to continue receiving dependency benefits for the following dependants: an unemployed spouse, a child under the age of 18 if in the staff member's custody and not receiving any Government assistance or a secondary dependant residing with the staff member on a full-time basis.

9. **Documentation required** (see annex III). Documentation is required for a staff member to continue receiving dependency benefits for the following dependants: an employed spouse, a child under the age of 18 not in the staff member's custody, a child receiving Government assistance, a child between the ages of 18 and 21 and a secondary dependant not residing with the staff member.

10. **Obligation to retain original documentation.** Staff members must retain all required original documentation for five years and must be ready to provide that documentation to the Office of Human Resources Management or the Office of Internal Audit Oversight Services upon request, within 30 days for monitoring purposes (see annex III). Failure to do so will result in the immediate recovery of monies and the discontinuation of benefits, and could result in disciplinary action.

11. Staff members who submit the required documentation must present all such documentation to the contact location identified in annex II. Partial documentation is not acceptable and may result in the immediate recovery of monies and the discontinuation of benefits, and could result in disciplinary action.

12. When it is necessary for support payments to be submitted, the following will be considered as acceptable proof: cancelled cheques, money-order receipts, wire-transfer receipts and original records of bank transactions. Cash transactions are not considered acceptable proof of support.

13. The submission of alleged forged documents, the making of an alleged false certification of the information contained in form e-P.84 or an alleged misrepresentation of facts related to a claim for dependency benefits may lead to the initiation of disciplinary action.

IV. Deadline for submission

14. In the cases of those staff members who do not submit form e-P.84 and any requisite documentation within three months of the date of the present circular, dependency benefits will be discontinued and overpayment recovered in accordance with section 3 of ST/AI/2009/1. Prior to the recovery of any overpayment, staff members will be advised in writing of the decision to recover overpayment and of the reasons therefore. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow for a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate that is sufficient to recover the full amount by the expiration date of the contract.

Annex I

Types of dependency benefits

1. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, which are established for every duty station and which are periodically revised.
2. Staff members in the Professional and higher categories, in the Project Personnel category and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly.
3. The conditions for the recognition of a dependency benefit on account of a spouse, child or children or secondary dependant of the staff member are set out in paragraph (a) of staff rule 3.6 and in administrative instruction ST/AI/2011/5.

Dependent spouse

4. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose as set out in staff rule 3.6 (a) (i) and in administrative instruction ST/AI/2011/5, section 2.1, for a particular calendar year.^a All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

Dependent child or children

5. The conditions for the recognition of a dependency benefit on account of a child or children of the staff member are set out in staff rule 3.6 (a) (ii-iv) and administrative instruction ST/AI/2011/5, section 3. Dependency benefits on account of children with a disability will be paid in accordance with the provisions of ST/AI/2011/5, section 4.

Secondary dependants

6. The conditions for the recognition of a dependency benefit on account of a secondary dependant of the staff member are set out in staff rule 3.6 (a) (v) and administrative instruction ST/AI/2011/5, section 5. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional and higher categories, in the Project Personnel category and in the Field Service category. For staff in the General Service and related categories in New York, the allowance will be paid in the amount set out in the local salary scales, as periodically revised, that are established for every duty station.

^a In New York, the earnings limit for 2009 was \$40,238 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step 1, level) and for 2010 it was \$40,238. For 2011, the earnings limit in New York was \$40,238. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving in any duty station, the limit may not be less than the equivalent of the G-2, step 1, gross salary for New York.

Annex II

Contact locations

Staff members who wish to apply for dependency benefits for the first time, who wish to submit required documentation or who have any substantive questions regarding dependency benefits or form e-P.84 should contact their respective human resources assistant by phone or e-mail (if you do not know who your human resources assistant is, please use the "Contact us" link in Inspira (<https://careers.un.org/support.aspx?Language=en-us>)) or go to the following location: 380 Madison Avenue, Room M-09054, New York.

Section I

- Department of Management
- Department of Safety and Security
- Executive Office of the Secretary-General
- Department of Public Information (including all information centres)
- United Nations Fund for International Partnerships
- United Nations Democracy Fund
- International Civil Service Commission
- Counter-Terrorism Committee Executive Directorate

Section II

- Department of Peacekeeping Operations
- Department of Field Support
- Office for the Coordination of Humanitarian Affairs
- Department of Political Affairs
- Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict
- Office of Information and Communications Technology
- Peacebuilding Support Office
- Office of the Special Representative of the Secretary-General for Children and Armed Conflict
- Office for Disarmament Affairs
- Regional Commissions New York Office

Section III

Department for General Assembly and Conference Management

Office of Legal Affairs

United Nations Joint Staff Pension Fund

Office of Internal Oversight Services

Department of Social and Economic Affairs

Office of the Special Adviser on Africa

Office of the High Representative for the Least Developed Countries,
Landlocked Developing Countries and Small Island Developing States

Office of Rule of Law and Security Institutions

Capacity Development Office

Project Personnel/Associate Experts Programme

One United Nations Plaza (DC1), 25th Floor, New York

Staff in field missions and in the International Criminal Tribunal for Rwanda and liaison offices should contact the human resources office in the respective location

For all technical inquiries about using the e-P.84 in Inspira, please use the "Contact us" link in Inspira (<https://careers.un.org/support.aspx?Language=en-us>)

Annex III

Required documentation for continuance of benefits

The following table summarizes the documentation required as evidence of a staff member's entitlement to dependency benefits for 2009, 2010 and 2011.

1. For a spouse with no occupational earnings and claimed as a dependant	No additional documentation is required.
2. For a spouse with occupational earnings and claimed as a dependant	Proof of gross occupational earnings: W-2 form, tax return or an original statement of earnings from spouse's employer.
3. For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
4. For a child under the age of 18 residing with the staff member	No additional documentation is required.
5. For a child (natural or legally adopted) not residing with the staff member nor with the other parent (except as provided in number 6, below)	Proof of all payments made directly to the child or to his/her legal guardian for the required amount during 2009, 2010 and 2011, in the form of cancelled cheques, money-order or wire-transfer receipts, or records of bank transactions. The amount of support should be at least equal to the amount of the dependency benefit received from the Organization. In addition, in the case of minor children, a notarized affidavit from the legal guardian must be provided attesting to the legal guardianship of the child, that the child resides with him/her and that the staff member is providing continuous support for the upkeep of the child. Cash transactions are not considered acceptable proof of support.
6. For a child of a staff member who is not the custodial parent	The original or certified copy of the divorce decree or other court document specifying the amount of child support to be paid by the staff member, plus proof of payment in the year concerned in the form of cancelled cheques, money-order or wire-transfer receipts or records of bank transactions. Cash transactions are not considered acceptable proof of support. The amount of payment should be at least the amount of the court-ordered child support, or the amount of the child dependency benefit received from the Organization, whichever is higher.

- In the absence of a court document, an original notarized affidavit from the custodial parent must be provided attesting that the staff member provided continuing support and specifying the amounts paid during 2009, 2010 and 2011, along with the proof of payment described in the previous paragraph.
7. For a child between the ages of 18 and 21^a

Staff members who were not in receipt of an education grant should submit an original completed form P.41/B (certificate of school attendance) for the school years 2008/09, 2009/10 and 2010/11. Where the school year coincides with the calendar year, form P.41/B should be submitted for 2009, 2010 and 2011.

No additional documentation is required for a child for whom the staff member received an education grant for the academic years 2008/09, 2009/10 and 2010/11.
 8. For a child of a staff member who is in receipt of Government assistance

Original Government assistance documents reflecting the amounts received each year.
 9. For a secondary dependant who resides with the staff member

Staff member's certification of support provided on form e-P.84.
 10. For a secondary dependant who did not reside with the staff member^b

Proof of all payments made directly to the secondary dependant for the required amount during 2009, 2010 and 2011, in the form of cancelled cheques, money-order or wire-transfer receipts or records of bank transactions. Cash transactions are not considered acceptable proof of support. The secondary dependant must be reflected as the recipient on all proof of payment.

Staff member must provide one half or more of the dependant's support and, in any case, at least twice the amount of the dependency allowance.

^a Dependency status is recognized through a period of vacation between school years when the child enrolls for full-time attendance during the regular school year. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution. The required forms are available on iSeek under Quick Links/Forms/Allowances and Benefits or from the Executive or Administrative Offices at Headquarters and local Personnel Offices.

^b At the time of establishment of an entitlement to a benefit for a secondary dependant, staff members should submit in person their own birth certificate as well as the birth certificate or passport of the secondary dependant, with an original, complete form P.85 and proof of support as stated above. Please note that the birth certificates and/or passport must be original or certified true copies.